



State of West Virginia

Board of Medicine

101 Dee Drive, Suite 103
Charleston, WV 25311
Telephone (304) 558-2921
Fax (304) 558-2084
www.wvbom.wv.gov

UNIVERSAL PROFESSIONAL AND OCCUPATIONAL LICENSING ACT OF 2025 PODIATRIC LICENSURE APPLICATION INSTRUCTIONS

Thank you for your interest in obtaining a podiatric license in the State of West Virginia. It is our goal to assist qualified, eligible candidates in obtaining licensure in this state as efficiently and expeditiously as possible.

There are two primary pathways for podiatric physician licensure in West Virginia: (1) the traditional licensure pathway; and (2) the Universal Professional and Occupational Licensing Act of 2025 (UPOLA¹) pathway.¹ Information on the traditional pathway is available on the Board's website. These instructions are intended for applicants who seek to utilize the UPOLA pathway for initial podiatric medical licensure.

Prerequisites to Utilize UPOLA Pathway

To utilize the UPOLA pathway, applicants must either:

1. Establish residency in the state of West Virginia;

OR

2. Be married to an active-duty member of the armed forces of the United States and have accompanied the member to an official permanent change of station to a military installation located in West Virginia.

Applicants who do not meet either of these criteria are ineligible to use the UPOLA pathway, and are invited to apply through the traditional pathway, if eligibility criteria are met.

¹ Pursuant to W. Va. Code § 30-1-27, a person shall be granted an occupational or professional license, registration, or certificate if the person has been licensed or certified in another state, the license, registration, or certificate is in the same discipline and at the same practice level as the license, registration, or certificate for which the person is applying in this state and the person meets other conditions prescribed by W. Va. Code § 30-1-27.

Additional Eligibility Requirements for Podiatric Physicians
Who Meet Prerequisites to Utilize UPOLA Pathway

Podiatric physicians who have established West Virginia residency or who are married to an active-duty member of the armed forces of the United States and have accompanied the member to an official permanent change of station to a military installation located in West Virginia must also satisfy the following additional minimum eligibility criteria to request licensure pursuant to the UPOLA pathway:

1. The applicant must be currently licensed, registered, or certified in at least one other state in the discipline applied for and at the same practice level as determined by the WVBOM;
2. The applicant's license, registration, or certification is in good standing in all states in which the applicant holds a license, registration, or certification;
3. The applicant must have successfully completed a graduate podiatric education program approved by the Council on Podiatric Medical Education or Colleges of Podiatric Medicine;
4. The applicant is licensed, registered, or certified by another state with minimum education requirements and, if applicable, work experience and clinical supervision requirements in effect, and the other state verifies that the person met those requirements in order to be licensed, registered, or certified in that state;
5. The applicant previously passed any examinations, written or clinical, required for the license, registration, or certification if required by the other state;
6. The applicant has not had a license, registration, or certificate revoked or has not voluntarily surrendered a license, registration, or certificate in any other state or country while under investigation for unprofessional conduct;
7. The applicant has not had any other form of discipline imposed by any other regulating entity: *Provided*, that if another state's regulating entity has taken disciplinary action against the applicant, the Board may issue the license, registration, or certificate if it determines the cause of action in the other state was corrected and the matter fully resolved;
8. The applicant pays all applicable fees in this state; and
9. The applicant does not have a disqualifying criminal history.

A license issued by the Board pursuant to the UPOLA pathway provides the applicant with full practice authority in West Virginia. However, a UPOLA license:

1. May not form the basis of participation in any interstate licensing compact; and

2. Because this pathway does not include verification of your podiatric medical education, the West Virginia Board of Medicine website cannot provide primary source verification of your podiatric education, examination or any training other than your completed training program approved by the Council on Podiatric Medical Education or Colleges of Podiatric Medicine. Licensee profiles for UPOLA licensees will denote that podiatric education is not primary source verified.

Podiatric licenses issued pursuant to the UPOLA pathway are valid from issuance until the renewal deadline for podiatric physicians. Regardless of the date of initial license issuance, all podiatric physicians renew by June 30th in odd years. Thereafter, all eligible podiatric physicians may renew licensure for two-year intervals. Renewal requires the completion of all required Continuing Podiatric Education. CPE requirements for renewal are available on the WVBOM website.

GENERAL INSTRUCTIONS FOR UPOLA APPLICANTS

1. Please review these instructions carefully.
2. Prior to submitting your application and nonrefundable fee, confirm your eligibility for the license type you seek.
3. The West Virginia Board of Medicine requires applicants to **personally** complete the application and the WVBOM Photo Affidavit and Authorization for Release of Information. Any errors, omissions or misstatements are solely the responsibility of the applicant.
4. Applications are assigned to analysts for initial screening upon:
 - Submission of the online application;
 - Payment of the license application fee (submitted online); and
 - Receipt of your original WVBOM Photo Affidavit and Authorization for Release of Information (original submitted by mail).
5. The analyst assigned to your application will send you a written status update upon initial screening, and periodically throughout the application process.
6. Any unusual circumstances or discrepancies in your application documents may require supplementation and/or other follow-up, and may increase the application processing time.
7. Applications which fail to complete within six months expire.
8. Applications are subject to a continuous supplementation obligation. If any information changes during the application process (i.e. after you start the process and before a licensure decision is rendered) you are obligated to update any and all application components affected by the change in information.
9. Licenses are issued within three business days of a determination that a complete application has been submitted by an eligible and qualified applicant and that the application does not contain unusual circumstances or discrepant information requiring personal review by the Board.
10. Applications which include discrepant information or unusual circumstances will be referred for review and recommendation at the next meeting of the Licensure Committee. Regular meetings occur in January, March, May, July, September, and November. Applications must complete ten days prior to a scheduled meeting to be included on the meeting agenda.

11. If warranted by information included in the application, and at the direction of the Committee, an applicant may be scheduled to meet with the Licensure Committee of the Board in advance of licensure consideration.
12. Some information in your application file is considered public information, including but not limited to your: identity (full name and other names); age (not date of birth); podiatric specialty; podiatric school and graduation date; graduate podiatric education program(s) and completion dates; malpractice history; disciplinary history; and current practice locations.
13. Please do not make legal commitments based upon your expectation of licensure and review your eligibility carefully. Not all applicants receive a license. License applications are not always complete within the anticipated timeframe. Neither applicants nor the Board can control the time frame in which third parties submit required documentation. The Board does not expedite one application in advance of another, nor does it issue a license if an application is incomplete, or if an applicant is ineligible.

INITIAL PODIATRIC LICENSURE – UPOLA PATHWAY

To apply for initial podiatric licensure using the UPOLA pathway, please submit all of the following:

INITIAL LICENSE APPLICATION COMPONENTS	
1.a Evidence of eligibility – Establishment of West Virginia residence. To establish proof of West Virginia residence, please submit a legible color copy of your West Virginia driver's license or your West Virginia issued identification card.	
1.b. Evidence of eligibility – Applicants who are married to an active-duty member of the armed forces of the United States and have accompanied the member to an official permanent change of station to a military installation located in West Virginia should submit: (1) a certified copy of their marriage certificate; and (2) a complete and legible copy of their spouse's duty orders identifying the spouse's official permanent change of station to West Virginia.	
2. Fingerprint-Based Criminal History Record Check. Fingerprinting services are provided by IdentoGo for a fee. The 6-digit service code for the West Virginia Board of Medicine is 228Q9Z . Complete instructions are available at: wvbom.wv.gov/Criminalhistory.asp . The Board is not permitted to utilize background checks performed for other entities. Background checks are valid for one year. The Board encourages you to start the background check process as soon as you submit your application.	
3. WVBOM Photo Affidavit and Authorization for Release of Information. Complete and submit this original notarized form to the Board. The Board does not accept emailed or faxed copies of this document. This form is available for download during the online application process. In the upper right corner of page one, please write "UPOLA" so WVBOM staff are aware that you are utilizing the UPOLA pathway.	
4. West Virginia Online Application. The podiatric licensure application is available on the Board's website at: https://wvbom.wv.gov/practitioners/DPM/apply/person.asp . Please provide complete and accurate information. Please make sure you list all states where you have ever been licensed and all work history since your completion of podiatric school.	

5. Fee payment. Upon completion of the Online Application, you will be directed to the online payment portal. The initial application fee is \$400.

6. License Verifications. Please have each and every state where you have been licensed to submit primary source verification of your licensure directly to the West Virginia Board of Medicine. If the license verification does not confirm all statutory requirements, additional information may be required. If so, you will be notified by the licensure analyst assigned to your application.

7. Graduate Podiatric Education Verification. In order to utilize the UPOLA pathway, you must have successfully completed a graduate podiatric education program accredited by Council on Podiatric Medical Education or Colleges of Podiatric Medicine. Utilize the BOM's Verification form to facilitate verification of all graduate podiatry clinical training.

8.a Identity. Mail a copy of your birth certificate, passport, or certificate of naturalization to the Board. To protect your personally identifiable information, the Board does not accept identity documents via email. Applicants who establish residency by submitting a West Virginia driver's license or identification card do not need to submit an additional identification document.

8.b. Name Change Documentation. If your current legal name does not match the name on any of your verifications, you must submit legal documentation supporting your name change. Licenses are issued utilizing current legal names.